

Some Parliamentary Principles and Book of Order Provisions for Practical Purposes for Presbyterians

When . . .	Motion	Wording	Robert's Rules §
When you don't know how to do what you want to do.	<u>Parliamentary inquiry</u> (where you ask the moderator how to do it).	" Mr/Madam Moderator, I rise to a point of parliamentary inquiry."	33
When you believe the council (or a member) is not following the right procedure .	<u>Point of Order</u> .	"Mr/Madam Moderator, I rise to a point of order."	23
When you need more information about a motion or other business of the council.	<u>Point of Information</u>	"Mr/Madam Moderator, I have a request for information."	33
When you don't think we should even be discussing a motion .	<u>Objection to consideration of a question</u> . (Requires a 2/3 vote).	(before debate begins) "Mr/Madam Moderator, I object to the consideration of the question."	26
When you believe a motion is not quite right .	<u>Amendment</u> (or substitution).	"Mr/Madam Moderator, I move to amend the motion by ____." "I move to substitute the motion with the following motion: _____"	12
When you believe a motion needs further study or work before it can be voted on.	<u>Referral</u> (to a standing or a special committee)	"Mr/Madam Moderator, I move to refer the question to ____."	13
When you want to delay consideration of a motion to a <u>later meeting</u> .	<u>Postpone to a certain time</u> .	"Mr/Madam Moderator, I move that the motion be postponed to ____."	14
When you want a council not to take a position on a motion.	<u>Postpone indefinitely</u> .	"Mr/Madam Moderator, I move that the motion be postponed indefinitely."	11
When you want to delay a vote until <u>later in a meeting because of circumstances</u> .	<u>Lay on the table</u> .	"Mr/Madam Moderator, I move that the motion be laid on the table (tabled)."	17
When you want to suspend a policy to allow consideration of a particular motion.	<u>Suspend the rules</u> .	"Mr/Madam Moderator, I move the rules be suspended to allow"	25
When you want to change or undo a motion previously approved .	<u>Amend (or rescind) something previously adopted</u> . (Requires a 2/3 vote unless notice is given before the meeting.)	Mr/Madam Moderator, I move to (rescind) (amend) the motion to _____ approved at the meeting of _____. (If an amendment, include the specific thing to be amended.)	35
When you want a council to vote again on a motion already acted on <u>during that meeting</u> .	<u>Reconsider</u> . (Mover must have voted with the previous majority.)	"Mr/Madam Moderator, I move to reconsider the motion to _____."	37

When. . .	Motion	Wording	Robert's Rules §
When you believe the moderator has made an improper ruling .	<u>Appeal</u> .	"I appeal the ruling of the moderator."	24
When you think a motion should be voted on by parts rather than as a whole.	<u>Division of the question</u> .	"Mr/Madam Moderator, I move to divide the question as follows:"	27
When you would like to debate a motion by parts rather than as a whole.	<u>Consider the question by paragraph</u> (seriatim).	Mr/Madam Moderator, I move the resolution be considered by paragraph (seriatim)."	28
When you believe a motion should be voted on by secret ballot .	<u>Vote by ballot</u> .	"Mr/Madam Moderator, I move that the motion be voted on by ballot."	30,45
When you want a vote counted .	<u>Count the vote</u> .	"Mr/Madam Moderator, I move that the vote on the motion be counted."	30, 45

WHEN YOU DISAGREE WITH AN ACTION A COUNCIL HAS TAKEN (or not taken)

When. . .	Act	Procedure	Book of Order
You wish to go on the record as disagreeing with an act of the council.	Dissent.	Rise and state to the Moderator that you dissent to the act of the council and wish your name be recorded as dissenting.	G-3.0105a
You wish to include in the minutes of a meeting your protest of an action and the reasons for it.	Protest.	File with the Clerk a written protest before adjournment, for consideration by the council for inclusion in the minutes	G-3.0105b
You wish to try and get a council to do something it has not done (delinquency), or reverse something it has done (irregularity) .	Remedial Case.	File a complaint with the clerk of the council immediately above.	D-6000

SPECIAL RULES OF ORDER FOR THE PRESBYTERY OF DETROIT

Special Rules of Order. These rules may be suspended by a two-thirds vote.

1. Speeches during debate shall be limited to three minutes.
2. Business requiring a motion, debate, and a vote may be considered only during the portion of the agenda designated for such business.
3. Where the maker of a motion requests it upon making the motion, he or she has the privilege of speaking first and last to the motion made.

Bylaws of the Presbytery of Detroit, III(8).

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